

Cellcom Fleet

Android User Guide



Welcome to Cellcom Fleet!

Welcome to the Cellcom Fleet Android user guide! This guide will provide information users will need to successfully set up and use the Cellcom Fleet application. This application will walk users through available features of the Cellcom Fleet application for both Smartphone Tracking and Mobile Worker options.

The Cellcom Fleet application allows users to track and monitor remote assets in real-time as well as many other capabilities. If using Cellcom Fleet Mobile Worker option, it will allow users to navigate to job sites, complete work orders and receive and send reports. Both options connect to the Cellcom Fleet Management portal and provide asset information.

The Cellcom Fleet application is intended for use with Android devices running **Android OS 4.4 or higher**. If running a device with a later version, please see your outside sales representative for application information and compatibility.

Getting Started

Once your account has been prepared, you will receive an email from Cellcom instructing you to log in and verify your Cellcom Fleet account. Once the account has been verified, you can then begin using the application.



The Cellcom Fleet application is available free for download in the Google Play App Store. Once in Google Play, simply search for “Cellcom Fleet.” Once downloaded, open the application and enter the assigned Cellcom Fleet login credentials. Remember, the assigned email address is the user name.

If using the application for smartphone tracking, be sure to have GPS enabled on the device. (See your smartphones user manual for enabling this feature).

Product Support

Phone and online chat is available.

Customer Support

Toll Free: 800-236-0055

Local: 920-339-4000

See the contact link for hours of operation:

<https://www.cellcom.com/contact.html>



Cellcom Fleet

Application Login Screen

When launching the application, please log in using the assigned user credentials.

Username – assigned email address

Password – assigned password

Show Password – Displays the Password entered.

Save Password - This will allow the password to be saved to the application, no longer requiring the user to enter the password upon logging in each time.



Application Main Menu

Upon logging in, several menu options will appear. The number of options appearing on the screen will depend on the device's screen size as well as the options your company wishes to use. Be sure to scroll down on the screen to view all the menu options.



Application Icons

These are the common icons available throughout the application. Each icon will perform a different function.



Back - Allows the User to go back a previous screen.



Settings - (Will be covered at the end of the guide.)



Logout - Logs user out of the application.



Refresh - Allows for the data to be refreshed on the screen.



Filter Select - data can be filter by selecting the arrows.

Name Filter

Name Filter - Searching Assets by Name.

Map Application Icons



Menu - Accesses the application settings or allows a quick way to log out.



Zoom - Located on the lower right hand corner. The “plus” and “minus” buttons allow for map zooming.



Navigate - The blue arrow icon allows you to navigate to the selected asset.



Google Maps - allows for the asset to be shown in the Google Maps application.

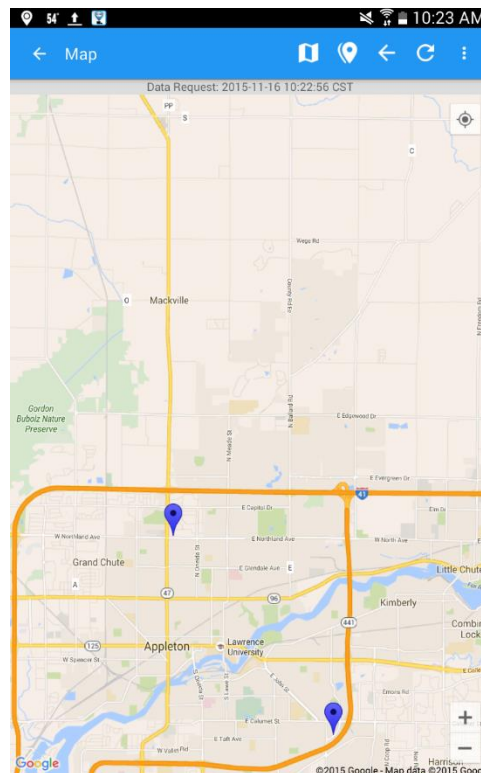


Asset Pan - Pans to your asset logged into on the map screen.

Map



Selecting the “Map” option will open to the Map & Location of available assets.



Red icons are represented by active assets.



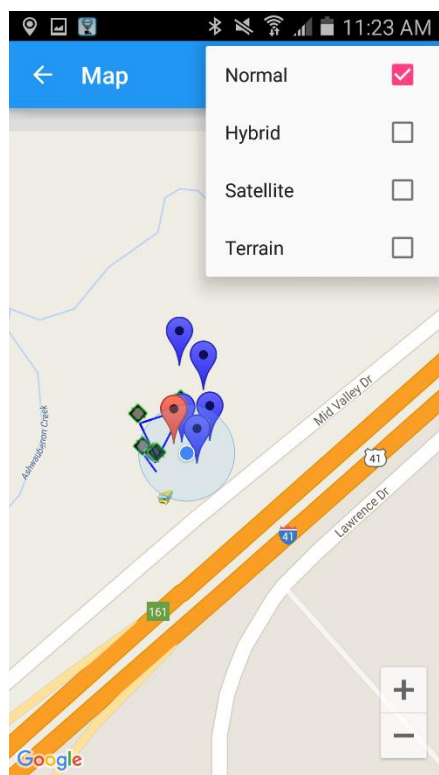
Blue icons are represented by assets that have reported data but aren't currently active.

Selecting the icons on the map, will allows users to view details of the selected asset.



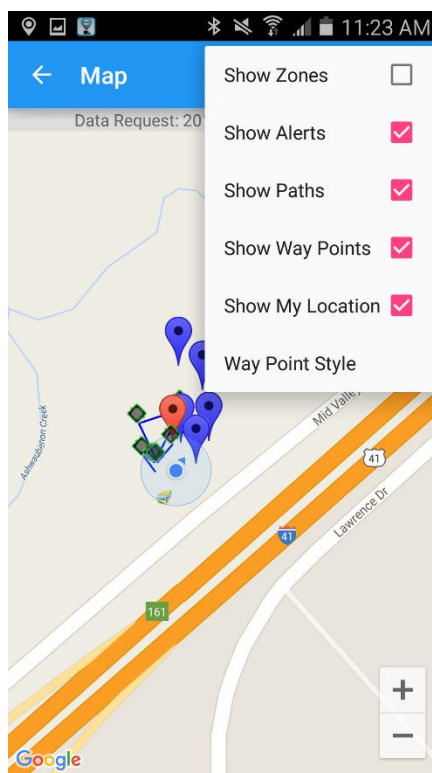
To change the map type, touch on the map icon at the top of the screen. There will be several map views to select from.

- Normal – is the defaulted option. Shows basic mapping features (streets, cities, parks, etc.)
- Hybrid – gives a satellite type of view & includes basic mapping features.
- Satellite – gives a satellite view only
- Terrain – give a topographic view with a streets & cities overlay.



To change the map features, touch the map features icon. Options can be customized to view different features.

- Show Zones – displays zones
- Show Alerts – displays alert points
- Show Paths – shows asset pathways
- Show Way Points – shows way point icons
- Show My Location – shows the physical device location on map
- Way Point Style – shown as an arrow, diamond or flag.



Assets



“Assets” option will open to see all assets on the account.

Users are able to filter by name or last reported date. By selecting an asset, it will then open to the map and users can view its last reported location.

| Assets | |
|------------------------------|-------------------|
| ▲ Name | ▼ Last Report |
| marketing login | 11/13/15 11:22:47 |
| Vanlanen Demo (adam g) | 11/13/15 11:02:47 |
| Aaron Z Demo | 11/13/15 10:31:05 |
| appleton@demo.co m | 11/10/15 17:47:09 |
| Marketing Demo | 11/10/15 15:59:09 |
| Laura W Demo | 10/28/15 12:54:19 |
| Tom K Demo | 10/19/15 13:42:49 |
| Matt E Demo | 10/15/15 15:09:21 |
| Rob E Demo / Prevea - Tim H. | 10/08/15 10:50:01 |
| Cellcom Tester | 09/11/15 16:00:18 |
| fleet demo | 09/09/15 17:08:55 |
| Name Filter | |

Alerts



“Alerts” will provide all asset alerts that have been generated in the Cellcom Fleet Portal.

It will list by;

Asset – Name of Asset

Date – Date of Alert

Zone – asset assigned to an associated zone

Direction- Type of Alert

Users can filter the data for the order which they want to view the information.

| ▲ Asset | ▼ Date | ▲ Zone | ▲ Direction |
|-------------------|-------------------|----------------|-------------|
| Abe's Phone Asset | 04/21/15 12:36:58 | Abe's Out Zone | INGRESS |
| Abe's Phone Asset | 04/21/15 12:29:34 | Abe's Out Zone | INGRESS |
| Abe's Phone Asset | 04/21/15 11:19:33 | Abe's In Zone | EGRESS |
| Abe's Phone Asset | 04/21/15 11:13:16 | Abe's Out Zone | INGRESS |
| Abe's Phone Asset | 04/21/15 11:01:52 | Abe's Out Zone | INGRESS |
| Abe's Phone Asset | 04/21/15 10:55:03 | Abe's Out Zone | INGRESS |
| Abe's Phone Asset | 04/21/15 10:51:53 | Abe's Out Zone | INGRESS |
| Abe's Phone Asset | 04/21/15 10:02:50 | Abe's Out Zone | INGRESS |
| Abe's Phone Asset | 04/21/15 09:57:18 | Abe's Out Zone | INGRESS |
| Abe's Phone Asset | 04/20/15 12:12:47 | Abe's Out Zone | INGRESS |
| Name Filter | | | |

Mileage Tracking



“Mileage Tracking” allows users to record trips start and stop time as well mileage driven. It also records the time duration of the trips.

11:24 AM

←

Mileage

←

↺

⋮

Data Request: 2015-11-13 11:24:24 CST

Mileage Recording

START

STOP

Trip Start Time 9-Oct-15 16:48:21

Elapsed Time 13 min 13 sec

Trip Summary

| Start Time | Stop Time | Elapsed Time | Mileage |
|-------------------|-------------------|---------------|---------|
| 10/09/15 16:48:21 | 10/09/15 17:01:34 | 13 min 13 sec | 6.4 mi |
| 10/09/15 16:46:37 | 10/09/15 16:48:16 | 1 min 38 sec | 0.4 mi |
| 10/09/15 16:09:07 | 10/09/15 16:46:18 | 37 min 11 sec | 43.8 mi |
| 10/09/15 15:56:03 | 10/09/15 16:08:59 | 12 min 56 sec | 11.7 mi |
| 10/09/15 15:20:59 | 10/09/15 15:55:58 | 34 min 58 sec | 34.0 mi |
| 10/09/15 15:08:23 | 10/09/15 15:20:54 | 12 min 31 sec | 14.2 mi |
| 10/07/15 13:53:52 | 10/07/15 13:56:55 | 3 min 3 sec | 0.0 mi |
| 10/05/15 10:05:15 | 10/05/15 10:05:47 | 5 min 32 sec | 0.0 mi |



Start - Begins the trip.

Stop - Ends the trip.



Mileage Tracking Icon - Once a trip has begun, the mileage tracking icon will appear on the task bar.

This allows the user to know that a trip has been started.

Once the trip ends, this icon will disappear.

The “Trip Summary” will display recorded trips.

*The Trip Summary allows users to see start and end times of the trips, elapsed time and approximate mileage traveled.

*Please Note: Mileage tracking using Google Maps to calculate mileage driven. Mileage may not always appear instantly depending on server traffic to process mileage.

Cellcom Fleet Mobile Worker

This section will cover features of the Mobile Worker option. Cellcom Fleet Mobile Worker allows companies to create and dispatch work orders remotely as well as create custom job sites.

This section will cover the features available in this product offering. If you do not have these features listed in your application, you are not currently able to use these features.

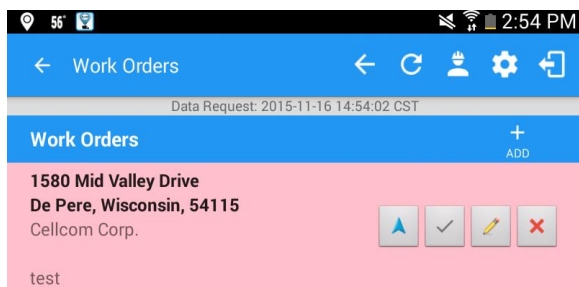
Work Orders



“Work Orders” allow users to see dispatched work orders as well as allows users to edit and create them.

Generally these work orders are created by the company dispatcher and then assigned to remote workers in the field.

Work Orders can be created from the Cellcom Fleet Web portal or off of the mobile application (if required).



Work Order Application Icons



Navigation – allows the worker to easily navigate to the job site. Navigation will open to a new application (default application is Google Maps for Navigation).



***Check In** – allows the worker to check in at the job site, view task description, take job site photos as well as voice memos and report detailed work order information.



***Edit Work Order** – allows viewing work order description, job site location & date/time requested arrival.



Delete – Allows the work order to be deleted. Worker will have to confirm deletion of the work order.



***Add** - Allows for the creation of new work orders. (This feature is only available for user admins.)



Work Information – Allows information to be displayed on work order list. Users can show all users work orders, show closed work orders or pick a date to view work orders.

☐ Show All Users
☐ Show Closed Work Orders
 Date View

***These settings will be covered more on the next page.**



Check In

Time Recording

This feature is useful for customer services that are billed “by the hour.”

CHECK IN

“Check In” allows user to check in at a work location. This allows them to begin work order time clock.

CHECK OUT

“Check Out” is selected when work is completed at the job site.

“Time Worked” allows users to see how much time was spent on the work order.

Work Order

“Work Order” gives the work order details. It lists the work order location, ID Number, Name, Notes & Requested Start Time.

Work Order information also lists the “Status” of the work order.

Task Description

“Task Description” is used by the company dispatcher or user to add information.

Customer & Worker Signature

These allow for each party to sign off on the work order.

Close

“Photo” – allow the users to take job site photos and then add them to the work order.

“Report” – allows the user to report any additional job site information. When “Report” is selected it will open up a new window.

Users will be able to take additional job site photos as well as type or speak a voice memo.

Once done with the item report – select “OK” to save.

Then select close to close the work order and confirm. Select “OK.”

Close Work Order

Are you sure you want to close this work order?
Time Worked: 17 sec

Cancel

OK



Edit Work Order

“Edit Work Order” allows for work order information to be reviewed & edited.

Work Order ID – Is the work order number assigned by the system.

Job Site - The address that the work order is assigned to.

JS Name – Is the name of the assigned work order job site.

JS Name – If there are job site notes, they will be displayed here.

Resource – Displays the user that is assigned to a work order.

Requested Start Time - Allows the user to see what date/time they are scheduled to begin the work order.

Task description - Allow for any required or help task notes.

Work Orders

Data Request: 2015-11-13 11:34:00 CST

Edit Work Order

Work Order Id: WO-000009201

Job Site: 1580 Mid Valley Dr, De Pere,...

JS Name: Cellcom Corp.

JS Note:

Resource: marketing@cellcom.com

Requested 11/13/2015 11:30 AM

Start Time:

Task Description

test

CANCEL OK

Once the work order information has been entered, select “OK” to save the work order.



OK – Saves or creates the work order



Cancel - Cancels the work order from being created or saved.



Add New Work Orders

Similar to the Edit Work Order, this feature allows for the creation of new work orders (if required).

Work Orders

Data Request: 2015-11-13 11:34:00 CST

Edit Work Order

Work Order Id: WO-000009201

Job Site: 1580 Mid Valley Dr, De Pere,...

JS Name: Cellcom Corp.

JS Note:

Resource: marketing@cellcom.com

Requested 11/13/2015 11:30 AM

Start Time:

Task Description

test

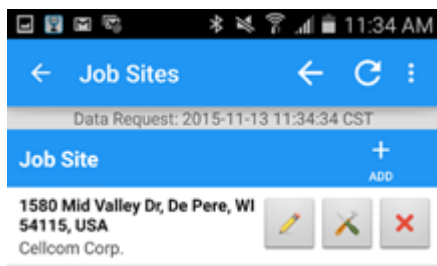
CANCEL OK

Job Sites



“Job Sites” option allows users to view, edit, delete as well as create new job sites.

These job sites can be created from the Website Portal or on the mobile device (if required).



There are several feature options available on the job sites menu.



*Add New Job Site - Allows for the creation of new job sites.

Add Job Site

Address:
Name:
Note:

CANCEL
OK



Edit Job Site- allows the job site address, name and associated notes to be edited.

Edit Job Site

Address: 10 main street, green bay, wi 54313
Name: big jims plumbing
Note: fix leaky pipes

CANCEL
OK



Add Work Order – gives users a quick way to create work order to pre-assigned job sites. (Review work order section for creating work orders).

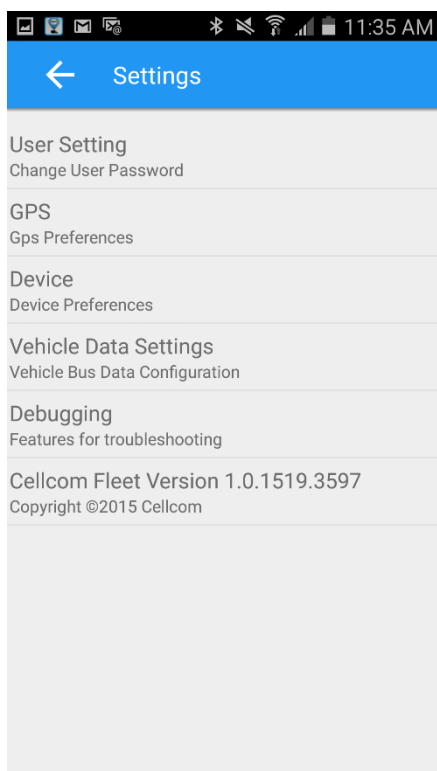


Delete – Allows the job sites to be deleted. Worker will have to confirm deletion of the job site.

Application Settings



“Settings” allows users to modify certain parts of the application settings. Many of the settings are controlled by the Cellcom Fleet Web portal.



Many of these setting will never be changed unless instructed by customer service or technical support.

User Setting – gives the user the ability to change the password from the application.

Email :

Change Password

Cellcom Fleet Version – Provides application version number installed on device.

Cellcom Fleet Version 1.0.1519.3597
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